



City of Austin - JOB DESCRIPTION



Accountant Associate

FLSA:	Standard/Non-Exempt	EEO Category:	(50) Para-Prof
Class Code:	10026	Salary Grade:	AA2
Approved:		Last Revised:	September 15, 2009

Purpose:

Provide financial information to city management by researching and analyzing accounting data; prepare entry-level reports and financial statements.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Prepares asset, liability, and capital account entries by compiling and analyzing account information.
2. Prepares financial statements and/or special financial reports by compiling data for simpler balance sheets, income statements, and other reports and by collecting, analyzing, and summarizing account information and trends.
3. Maintains information and reviews financial transactions by creating and/or monitoring electronic files and/or accounting documents.
4. Prepares payments/other accounting transactions by verifying documentation and accurately completing transactions.
5. Reconciles accounts, identifies and prepares corrections by collecting and analyzing account information and analyzing accounting options.
6. Prepares audit work papers for annual or special audit by accumulating data accurately for assigned area(s) in a timely and accurate manner.
7. Assists departments and other customers by providing procedural/financial information and/or other information and guidance with automated or manual systems.
8. Maintains accounting controls and financial security by following policies and procedures and internal controls.

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of accounting principles
- Knowledge of bookkeeping or record keeping procedures.
- Knowledge of financial reporting concepts and preferred business practices.
- Knowledge of the preparation process for financial statements in conformity with generally accepted accounting principles.
- Skill in applying bookkeeping procedures.
- Skill in operating a personal computer and related equipment.
- Skill in use of spreadsheets and word processing software.
- Skill in the operating a calculator.
- Skill in effective verbal and written communication.
- Skill in analyzing and interpreting financial records.
- Skill in processing large volumes of numerical data.
- Skill in performing basic mathematical calculations.
- Skill in classifying fiscal data and compiling reports.
- Skill in analyzing, preparing, checking and balancing routine fiscal transactions and accounts.
- Ability to prepare accurate financial reports and statements.
- Ability to resolve problems or situations requiring the exercise of good judgement.
- Ability to establish and maintain good working relationships with other City employees and the public

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in a field related to the job and 12 semester hours in accounting.
- Any combination of related experience and/or education may be substituted

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.